

~Food Safety~

Due to a number of factors, including limited physical facilities and equipment, safe food preparation at temporary events is challenging. If food or drink is not prepared and handled safely, the public's health may be at risk.

Event coordinators can help assure the safety of food by:

- 1) Determine where approved drinking (potable) water can be obtained for use by food vendors. Contact the Department of City Development at (414) 286-8210.
- 2) Get information on utilizing street fire hydrants. Connections to city water for use by food vendors must be made using approved hoses and backflow prevention. Plumbing connections will be inspected by the Department of Neighborhood Services (414) 286-3361. If city water is not available, potable water may be brought to the site in a water buffalo or by other means.
- 3) Arrange for the proper disposal of trash, grease, and wastewater by furnishing disposal barrels. Vendors cannot use the sewer system to dispose of grease and wastewater. Check with the Department of Public Works (414) 286-3329 or local waste disposal companies for services.
- 4) Arrange a source of electricity for food vendors and a licensed electrician for service. Each vendor's exact electrical needs need to be determined before the festival. Generators may need to be used if there is not a nearby electricity source.
- 5) Provide adequate toilet and hand washing facilities. Hand wash facilities must be provided outside of petting zoos and portable toilets.
- 6) Coordinators may also provide a refrigerated truck and a conveniently located, properly plumbed four compartment sink with attached drain boards and hot and cold running water. Several food booths could then utilize these facilities.
- 7) Only limited food preparation is allowed in a temporary food stand. All extensive food preparation must be done in a Health Department approved restaurant, school, church kitchen, etc. **No food provided for public consumption may be prepared or stored in a private residence.**

Vendors may obtain Food Safety Guidelines at: www.milwaukee.gov/tempfood, or by calling (414) 286-3674. The City of Milwaukee Health Department can provide food safety training for vendors. Requests for training and questions regarding your festival food service should be directed to Temporary Events Coordinator Julie Hults at (414) 286-5746.

~ Sale of Non-food Items ~

If individuals are selling non-food items on the public right of way within the barricaded area of any city-permitted street festival and have the permission of the festival organizer to sell during the event, they are not required to have a Direct Seller's license. The festival organizers must provide a list of the approved individuals to the district police station three days prior to the event.

~Entertainment/Carnival Site~~

A temporary public entertainment premises permit is required for carnivals and may be required for other entertainment provided at temporary events.

Fee: \$50 for applications filed on or before the filing deadline*; \$75 for applications filed after the filing deadline*.

License Period: An event cannot exceed 4 days (except for a carnival which can be up to 14 days).

The granting of the permit is subject to the approval of the Common Council member representing the district in which the site for which the permit is sought is located. In making his or her determination, the Common Council member shall consider factors established under s. 87-14-4-b, MCO.

**** Requirements:** State law requires that amusement rides be registered with the Department of Commerce each calendar year. Amusement rides shall not be operated in the city of Milwaukee unless and until the carnival operator has been issued a registration certificate.

*Filing Deadlines

(A) If you want a permit for an event being held between:			(B) Then your permit application must be filed on or before:
3/23/2013	and	4/12/2013	2/12/2013
4/13/2013	and	05/03/2013	03/06/2013
05/04/2013	and	5/24/2013	03/27/2013
5/25/2013	and	6/14/2013	4/17/2013
6/15/2013	and	7/05/2013	5/08/2013
7/06/2013	and	7/26/2013	5/29/2013
7/27/2013	and	9/27/2013	6/19/2013
9/28/2013	and	10/18/2013	8/21/2013
10/19/2013	and	11/08/2013	9/11/2013
11/09/2013	and	11/29/2013	10/1/2013
11/30/2013	and	12/20/2013	10/22/2013
12/21/2013	and	1/31/2014	11/13/2013



Special Event License and Permit Guide

City Clerk License Division

Room 105, City Hall
200 E. Wells St.

Milwaukee, WI 53202
(414) 286-2238

license@milwaukee.gov



For applications or additional information related to these and other licenses and permits, please visit:

www.milwaukee.gov/license



Complete license and permit regulations established in the Milwaukee Code of Ordinances are available at:

www.milwaukee.gov/ordinances

~ Temporary Alcohol License - Special Class “B” License~

A Special Class “B” license permits the holder to sell or serve beer and wine at picnic, festival or other similar event, but does not permit the sale or service of liquor. Laws that prohibit the sale of alcohol to persons under the age of 21 are applicable.

Fee: \$10. If application is made after the filing deadline* established by the City Clerk, then there is an **additional fee of \$25** for the late filing of the application

License Period: Duration of event.

File By: Filing deadline* for the event as established by the City Clerk.

Requirements: License may not be issued to individuals, only to legally incorporated, nonprofit organizations; bona fide clubs; organized labor unions; state, county or local fair associations or agricultural societies that have been in existence for not less than six months prior to the date of application; or posts established by veterans’ associations. Organizations that have not obtained this license previously must present proof of their eligibility, i.e. proof of incorporation as a non-profit organization.

No more than 2 licenses shall be issued in any 12-month period to the same entity.

~ Temporary Class “D” Bartender’s License ~

A Temporary Class “D” Bartender’s license permits the holder to sell or serve alcohol beverages at events held by a holder of a Class “B” Special license.

Fee: \$12, payable at the time of application.

License Period: Duration of event, but not exceeding 14 consecutive days.

Requirements: Applicant must be 18 years at the time of filing.

A Class “B” Special license must first be granted for the event before any related temporary bartender license applications can be submitted.

Applicant must be an employee of, or donating his or her services to, the holder of a Class “B” license.

Persons already holding a regular Class “D” Bartender’s license issued by the City of Milwaukee are not required to obtain the temporary license.

No person may hold more than one temporary bartender’s license per calendar year.

~ Temporary Extension of Premises - Alcohol ~

A temporary extension of a Class “B” or “C” premises for special events permits the licensee to sell or serve intoxicating liquors, wine or fermented malt beverages during the period of time and in the area described in the application. The authority shall be contingent upon the licensee also obtaining any and all other special privileges or permits required.

Fee: \$50 for applications filed on or before the filing deadline* for the event; \$100 for applications filed after the filing deadline*.

File By: Filing deadline* for the event as established by the City Clerk. The granting of the permit is subject to the approval of the Common Council member representing the district in which the site for which the permit is sought is located. In making his or her determination, the Common Council member shall consider factors established under s. 90-4-7.8, MCO.

Requirements: The area, which the licensee wishes to include in any temporary extension, must be owned by or under the control of the licensee, and must be contiguous with the licensed premises.

~ Temporary Extension of Premises - Food ~

A licensed food dealer who wishes to extend operations to the outside on a temporary basis must obtain a temporary extension.

Fee: \$50 for applications filed 10 days before the event; otherwise a fee of \$100 applies.

File By: Applications must be filed 10 days prior to the event.

Requirements: The food extension area must be located in an area contiguous to the current licensed premise of the establishment. A Food Dealer may obtain temporary extensions of premises for a maximum 20 days per license year. The event dates must be consecutive. A new application is required for each extension NOT held on consecutive dates. (i.e. Tailgate parties every Sunday for football games would require an application for EACH Sunday.)

~Temporary Food Dealer License~

The following applies to all temporary food service where food is offered to the public. Where any advertising or inducement exists for the community to attend, an event will be considered public.

License Required: Any site, location or stand where food is prepared, served or sold must obtain a Temporary Event Food License. This includes churches, community organizations, volunteer and social groups. Mobile food vendors may also need a temporary food license in addition to or in lieu of a peddler’s permit.

Failure to apply before event:

1. No application may be made at the event or accepted after the event regardless of whether the event occurs during the hours of city operation or not.
2. Vendors without the proper license will not be allowed to set-up and operate.

Fee Information:

Farmer’s Market: \$95 (Additional \$4.50 if potentially hazardous foods (foods which need to be refrigerated or frozen.) If you will be operating at different markets on the same date at the same time, you must file separate applications for each market.

Snacks: The fee is \$55 per booth. Additional \$4.50 if potentially hazardous foods (foods which need to be refrigerated or frozen.)

Making Food: The fee is \$90 per booth and a \$6.00 state fee.

Making and Serving Meals: The fee is \$90 for each booth for the first day of an event and \$35 for each booth for each following day, and a \$17.00 state fee.

Late Fee:

- 1) Applications must be received no later than 10 business days prior to the event in order to avoid the late fee of \$75. Applications received less than 1 business day prior the event will be assessed an additional \$50 late fee.
- 2) If the fee is not paid within 10 days of filing the application an additional \$75 late fee shall be accessed.

~Special Non-profit Temporary Event License~

Non-profit organizations who wish to sell food on a temporary basis must obtain a Special Nonprofit Temporary Event License. This license will allow non-profit organizations to operate at temporary events throughout the city of Milwaukee, selling or preparing any types of food. Licenses can be obtained for multiple events, however the total number of days in operation during the license period cannot exceed 14 days.

Fee: \$25 for 1 to 3 days; \$150 for 4 to 14 days

Requirements

- The booth or stand may not exceed 100 square feet in total area (10’ x 10’ tent)
- The event cannot take place on the premise owned by the non-profit organization.
- The location and date(s) of each event must be provided at the time of application
- Proof of non-profit status must be submitted with the application.
- If food processing is conducted, the operation shall be supervised by an individual meeting the requirements provided in DHS 196.10, Wis. Adm. Code.
- You may not exceed 14 days cumulatively for all events during the license period.

Exceptions:

- No permit shall be issued for any events taking place at Henry Maier Festival Park (Summerfest grounds)